



# Checklist for Forest Conservation Plan

## City of Rockville

Department of Recreation and Parks/Forestry Division

14625 Rothgeb Drive, Rockville, Maryland 20850

Phone: 240-314-8700 • Fax: 240-314-8719 • Website: [www.rockvillemd.gov](http://www.rockvillemd.gov)

### Type of FCP (check one):

☐ SFD    ☐ Forestry-SWM Overlay    ☐ Pre FCP    ☐ Final FCP    ☐ Amended FCP

### *Please Print Clearly or Type*

Project Name: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Tax Acct. ID(s): \_\_\_\_\_

Size of Property: \_\_\_\_\_

Name of Firm Preparing Plan: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Limits of Disturbance: \_\_\_\_\_

Type of Plan Submission to CPDS (check one): ☐ STP    ☐ SPX    ☐ PJT    ☐ SFD

CPDS Case No.: \_\_\_\_\_

### Instructions for Completing the Checklist

The checklist has been developed to provide guidance on the submission requirements for preparing Forest Conservation Plans (FCP). Refer to Chapter 10.5, Forest and Tree Preservation Ordinance, and the Forest Conservation Manual, as may be amended, for codes and regulations governing forest conservation in the city. All items on the checklist must be addressed as either applicable (A) or not applicable (N/A). If checking N/A, a brief explanation as to why shall be provided. Any item left blank will result in the application being deemed incomplete. The plan preparer must sign the last page of the checklist.

### Forest Conservation Plan Acceptance and Review Policy

The checklist must be accompanied by the Forest Conservation Plan application and review fee except for Forestry-SWM Overlay plans for which an FCP application and review fee is not required. Both the checklist and application must be completed and correctly filled out. Incomplete or incorrect applications or checklists will be returned to the applicant. All items listed in Sections A and B must be provided with all forest conservation plan submittals. Complete the appropriate section(s) C, D, E, F or G based on the type of submittal. The forest conservation plan review period is 45 days from when the application package is accepted for review by Forestry. Each re-submission generates another 45-day review period. Re-submittal fees may apply.

## **A) Application Section**

1. \_\_\_\_\_ Completed and signed FCP application and checklist
2. \_\_\_\_\_ Applicable review fee
3. \_\_\_\_\_ Submission package including all required plans

## **B) Submission Requirements**

1. \_\_\_\_\_ One copy of the approved NRI/FSD (SFD's may submit concurrently)
2. \_\_\_\_\_ 2 copies of FCP
3. \_\_\_\_\_ For Pre, Final or Amended FCP's, one copy of plan submitted to CPDS
4. \_\_\_\_\_ 2 copies of the Landscape Plan
5. \_\_\_\_\_ For Pre, Final and Amended FCP's, one copy of the Forestry-SWM Overlay Plan
6. \_\_\_\_\_ For Final and Amended FCP's, one copy of the Erosion and Sediment Control Plan

## **C) Forestry-SWM Overlay Plan**

1. \_\_\_\_\_ All items required in Section D of the Department of Public Works checklist for Stormwater Management Concept
2. \_\_\_\_\_ Locations of any existing Forest Conservation Easements on or adjacent to the property
3. \_\_\_\_\_ Preliminary delineation of existing trees to be used for forest conservation credit
4. \_\_\_\_\_ If the site has a previously approved FCP, show location, type and size of all trees counting toward forest conservation or significant tree replacement including a symbol for any missing trees

## **D) Preliminary FCP**

1. \_\_\_\_\_ Applicable items from the approved NRI, i.e. significant tree table
2. \_\_\_\_\_ Completed forest conservation worksheet
3. \_\_\_\_\_ Minimum tree cover table
4. \_\_\_\_\_ Plan showing proposed limits of disturbance, all significant trees, CRZ's and disposition
5. \_\_\_\_\_ Significant tree table with area of CRZ's, disposition and number of replacement trees required
6. \_\_\_\_\_ Existing forest and proposed clearing
7. \_\_\_\_\_ Forest stand narrative
8. \_\_\_\_\_ Proposed Forest Conservation Easement area(s)
9. \_\_\_\_\_ Written justification for disturbing priority forest and/or clearing below the break-even point
10. \_\_\_\_\_ Written justification for removing specimen trees
11. \_\_\_\_\_ Written justification for requesting fee in lieu
12. \_\_\_\_\_ Proposed landscape plan showing trees counting for MTC, FC, and significant tree replacement by type: shade, evergreen, or ornamental
13. \_\_\_\_\_ Location of proposed tree protection fence, root pruning and/or limb pruning
14. \_\_\_\_\_ All existing utilities, easements, rights of way
15. \_\_\_\_\_ All proposed SWM facilities/devices, utilities, dedication areas, and easements
16. \_\_\_\_\_ Any other information the City Forester deems necessary

## E) Final FCP

1. \_\_\_\_\_ All applicable items from the approved NRI
2. \_\_\_\_\_ Completed City of Rockville forest conservation worksheet
3. \_\_\_\_\_ Minimum tree cover table
4. \_\_\_\_\_ Significant tree table from approved NRI with proposed disposition of all trees (save or remove), area of CRZ, number of replacement trees required for each removal, proposed protection and mitigation measures shown on plan and submitted separately on 8 ½" by 11" sheets
5. \_\_\_\_\_ Limits of disturbance
6. \_\_\_\_\_ Existing and proposed contour lines including spot elevations where applicable, i.e. walls, highpoints
7. \_\_\_\_\_ Existing structures including buildings, sidewalks, utilities, fences, driveways, etc. to be removed and method of removal
8. \_\_\_\_\_ All proposed construction including buildings, roads, sidewalks, stormwater management facilities, walls, paths, signs, benches, lighting, etc.
9. \_\_\_\_\_ Stockpile areas for soil, material, equipment and staging
10. \_\_\_\_\_ Concrete washout area
11. \_\_\_\_\_ Location of temporary trailers including construction and sales
12. \_\_\_\_\_ All existing and proposed utility locations, easements and rights of way
13. \_\_\_\_\_ Proposed dedication including road and land areas
14. \_\_\_\_\_ Location and type of sediment control measures
15. \_\_\_\_\_ One copy of the current Erosion and Sediment Control plan
16. \_\_\_\_\_ Sequence of construction (must match Sediment Control Sequence)
17. \_\_\_\_\_ Forest retention areas including size of area(s) and priority designation of area(s)
18. \_\_\_\_\_ Forest cleared areas including size of area(s) and priority designation of area(s)
19. \_\_\_\_\_ Reforestation and afforestation areas
20. \_\_\_\_\_ Location and type of tree protection measures
21. \_\_\_\_\_ Location of permanent protection devices
22. \_\_\_\_\_ Specifications/details for tree protection measures
23. \_\_\_\_\_ Specifications/details for tree mitigation measures, i.e. root pruning
24. \_\_\_\_\_ Non native and invasive plant statement and location of plants graphically shown on the plan
25. \_\_\_\_\_ Planting plan showing reforestation, afforestation, and significant tree replacement including tree planting list with type, size, quantity, and form for all trees
26. \_\_\_\_\_ City of Rockville Tree Planting Details
27. \_\_\_\_\_ City of Rockville Forest and Tree Preservation Ordinance Notes
28. \_\_\_\_\_ One copy of the landscape plan
29. \_\_\_\_\_ Written justification for disturbing priority forest and/or clearing below the break-even point
30. \_\_\_\_\_ Written justification for removing specimen trees
31. \_\_\_\_\_ Written justification for requesting fee in lieu
32. \_\_\_\_\_ One copy of approved CPDS plan, i.e. Site Plan or Site Plan Amendment
33. \_\_\_\_\_ Any other information the City Forester deems necessary

## F) Amended FCP

1. \_\_\_\_\_ Two copies of the approved Final FCP with all proposed changes redlined and clouded showing all plan/site revisions, additions/deletions and/or corrections
2. \_\_\_\_\_ Any other information the City Forester deems necessary

## G) Single Family Dwellings

1. \_\_\_\_\_ All applicable items from the NRI/FSD except if submitting a combined plan
2. \_\_\_\_\_ Significant tree table from approved NRI with proposed disposition of all trees (save or remove), number of replacement trees required for each removal, proposed protection and mitigation measures shown on plan
3. \_\_\_\_\_ Limits of disturbance
4. \_\_\_\_\_ Existing and proposed contour lines including spot elevations where applicable, i.e. walls, highpoints
5. \_\_\_\_\_ Existing structures including buildings, sidewalks, utilities, fences, driveways, etc. to be removed and method of removal
6. \_\_\_\_\_ All proposed construction including house, sidewalks, stormwater management facilities, walls, paths, sheds, driveway
7. \_\_\_\_\_ Stockpile areas for soil, material, equipment and staging
8. \_\_\_\_\_ Concrete washout area
9. \_\_\_\_\_ All existing and proposed utility locations, easements and rights of way
10. \_\_\_\_\_ Proposed dedication including road and land areas
11. \_\_\_\_\_ Proposed landscaping showing location of significant replacement trees
12. \_\_\_\_\_ Plant list with tree types, sizes and form
13. \_\_\_\_\_ Sequence of construction
14. \_\_\_\_\_ Location and type of tree protection measures
15. \_\_\_\_\_ Specifications/details for tree protection measures
16. \_\_\_\_\_ Specifications/details for tree mitigation measures, i.e. root pruning
17. \_\_\_\_\_ City of Rockville Tree Planting Details
18. \_\_\_\_\_ City of Rockville Forest and Tree Preservation Ordinance Notes
19. \_\_\_\_\_ Written justification for removing specimen trees
20. \_\_\_\_\_ One copy of the Erosion and Sediment Control Plan
21. \_\_\_\_\_ Any other information the City Forester deems necessary

### Additional Requirements:

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### Comments:

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Date

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Name of Firm Preparing Plan

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Signature of Plan Preparer

\_\_\_\_\_

Type or Print Name

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Plan Preparer Qualification

Checklist updated April 2011